



*'Feeding Minds, Touching Hearts'*

## Admission Arrangements 2017-18

Parents wishing to apply for a school place should use Nottinghamshire County Councils coordinated admissions scheme which can be found on their website.

### ADMISSION CRITERIA

In accordance with the School Admissions Code 2014 parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age, in addition, parents can request that their child takes up the place part-time until the child reaches compulsory school age. *In either case the place will be kept open for them during the reception year.* The school participates in Nottinghamshire County Councils Fair Access Protocol. For further information on admission of summer born children, please refer to Nottinghamshire County Council's website [www.nottinghamshire.gov.uk/schooladmissions](http://www.nottinghamshire.gov.uk/schooladmissions).

The published admission number for the schools is 15.

If there are more applications than the 15 places available, the following admission oversubscription criteria as laid down by the Governing Body will apply after those children with an Education, Health and Care Plan, which names the school, have been allocated. Priority will be given to all children from the civil parishes of Gunthorpe or Caythorpe in the following order:

1. Looked after children. \* or children who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.
2. Children with a sibling\*\*, attending school at the time of application
3. Those parents\*\*\*/children who are frequent\*\*\*\* worshippers at a Church of England within the parishes of Gunthorpe or Caythorpe.
4. Those parents\*\*\*/children who are frequent\*\*\*\* worshippers at any other Church of England.
5. Those parents\*\*\*/children who are currently members of any other Christian Church.
6. All other children

### Definitions:

\* A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002.

Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

\*\* Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

\*\*\* Parent is defined as those with current parental responsibility or legal guardianship.

\*\*\*\* Minimum monthly attendance

Where children have exceptional medical or social circumstances each case will be considered on its merits. Confirmation will be required from other relevant professionals and will be considered by the Governing Body.

In each of the above criteria, (except criterion 1) those living nearest the school as the crow flies will be offered a place. Distances are measured from the entrance of the child's home to the recognized main entrance to the school building using Nottinghamshire County Council's computerised distance measuring software. In the event of a tie-break, lots will be drawn and independently verified. For criteria 3, 4 and 5, a supplementary information form is available in Appendix 1.

As part of the local authorities coordinated admissions scheme children who are unsuccessful will be placed on a waiting list for at least the first term of the academic year of admission each child added will require the list to be ranked again in accordance with the published oversubscription criteria.

### **In-year admissions**

The school participates in Nottinghamshire County Council's in-year coordinated scheme. Full details are available at [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk).

### **Admission of children outside the normal age group**

Parents may seek a place for their child outside of the normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. Children should only be educated out of the normal age group in very limited circumstances.

Parents considering this should make an application in writing to the head teacher who will make decisions based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, the child's medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

When informing a parent of the decision on the year group to which the child should be admitted, the parent will be notified of the reasons for the decision.

Where it is agreed that a child will be admitted out of the normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and school must process the application as part of the main admissions round on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The parent has a statutory right to appeal against the refusal of a place at a school for which they have applied. **This right does not apply if they are offered a place at the school but it is not in their preferred age group.**

### **Transfer to secondary school**

Where a child has been educated out of the normal age group it is the parent's responsibility to again request admission out of the normal age group when they transfer to secondary school. It will be for the admission authority of the preferred school to decide whether to admit the child out of the normal age group. The admission authority must make a decision on the basis of the circumstances of each case and in the child's best interests, and will need to bear in mind the age group the child has been educated in up to that point.

The school Governors, under regulations, must review the admission criteria annually. For up to date information please contact the Head Teacher. A parent has the right to appeal in the event that their application was unsuccessful. Appeals should be lodged within 20 school days of the date of the refusal letter. If the committee decides that a child should be offered a place at the school, then he or she must be admitted.

*This form should be returned to the head teacher at the point of application to the local authority.*

Supplementary Admissions Form to be signed by the relevant member of the clergy or ministry.

**Name of Child.** \_\_\_\_\_ **d.o. b** \_\_\_\_\_

*The parents/carers of the above child have applied for a place at **Gunthorpe Church of England Primary School**, and have cited their Christian background as a reason for their choice.*

*Please could you provide us with some supplementary information in support of this application.*

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**To the Governors of the school:**

**I can confirm that** \_\_\_\_\_ (please enter the name(s) of the applicant(s) or their child) **frequently**(minimum monthly attendance) **worship(s) at**

\_\_\_\_\_

\_\_\_\_\_  
(name and address of church)

**They are known to me and have been attending church for** \_\_\_\_\_ (state length of time)

Please add any additional comments if you wish or if you feel you cannot complete the above confirmation.

Signed \_\_\_\_\_ Print \_\_\_\_\_

Role in church if not clergy. \_\_\_\_\_